



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
May 6, 2009 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Marta DeLeon (Attorney General's Office); Regan Hesse (Office of Financial Management)

Staff Present: Russell Wood (State Records Manager); Kerry Barbour (Digital Archivist); Michele Mallery (Records Management)

Records Officers/Guests: Susan Pierini (Attorney General's Office); Barbara Benson (University of Washington); Grace Fitzgerald (University of Washington); Sid McAlpin (Department of Health); Lisa Homan Walker (Department of Labor & Industries); Ivan Johnson (General Administration); Trina Regan (General Administration); Bruce Clark (Department of Licensing); Jennifer Hall (Department of Labor & Industries); Mason Reiter (Department of Labor & Industries); Andrea Watts (University of Washington); Veda McCall (Department of Labor & Industries); Kristin Young (Washington State Patrol); Cindy Blakley (Department of Health); Jennifer Costa (Department of Labor & Industries); Trina Vassar (Department of Labor & Industries); Anita Wieland (Office of Financial Management)

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:38 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve March 4, 2009 Minutes: Ryser called for a motion to approve the April 8, 2009 minutes; moved by Hesse; seconded by DeLeon

Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve today's agenda. Moved by Hesse; seconded by DeLeon

II. OLD BUSINESS

A. 1. Tabled item from April 8, 2009 meeting

Department of Labor & Industries, Office 715 (Fraud Prevention: Provider Fraud)

The Department of Labor & Industries provided an updated cut-off that was consistent within their agency.

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

1a. Department of Labor & Industries, Office 720 (Information Services Division)

The Department of Labor & Industries determined this record series would be covered under the State General Records Retention Schedule (GS 14001) and requested to withdraw the submitted schedule.

Action: Motion to approve withdraw: DeLeon; seconded by Hesse

Resolution: Motion carried

2. General Administration, Office 500 (Real Estate Services)

The General Administration Office determined they could reduce the retention to 25 years to remain in compliance with the WAC 434-615-030 for Archival records.

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

3. Department of Licensing, Office 651 (Engineers Board)

The Department of Licensing had corrected the cut off for page 1, but it was recommended the title and/or description be modified to better explain the records series

Action: Motion to approve page 5, and to table page 1: DeLeon; seconded by Hesse

Resolution: Motion carried.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Eastern Washington University

Records Retention Schedule for Office 557 (Records Management), dated March 16, 2009

Action: University requested to table until next meeting to have more time to clarify description.

Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

2. Department of Health

Records Retention Schedule for 500 (HQSA – Office of the Assistant Secretary), dated April 3, 2009

Action: Motion to approve DeLeon; seconded by Hesse

Resolution: Motion carried.

3. Washington State University

Records Retention Schedule for WSU-GS # 08 (Safety Records), dated March 5, 2009

Action: Motion to approve: Hesse; seconded by DeLeon

Resolution: Motion carried.

4. Washington State Patrol

Records Retention Schedule for Office 170 (Investigative Assistance Division), dated March 25, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 340 (Criminal Records Division), dated March 24, 2009

Action: Motion to approve pending addition of new DAN to "DSHS Special Investigation Unit 90 Day Closed Cases": Hesse; seconded by DeLeon

Resolution: Motion carried

Records Retention Schedule for Office 800 (District/Detachment), dated March 25, 2009

Action: Records series was determined Archival. Records Officer will determine if records should be kept at agency for 50 years, or if retention can be decreased: DeLeon; seconded by Hesse.

Resolution: Motion carried:

5. University of Washington

Records Retention Schedule for Office 09/15/01 (Risk Management), dated April 6, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 28/05/04 (Dentistry: Office of Clinical Services: Accounting), dated April 6, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

Records Retention Schedule for Office 35/07/02 (Bothell: Student Life: Student Programs), dated April 6, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

6. Department of Labor & Industries

Records Retention Schedule for Office 220 (Risk Management and Internal Safety), dated March 19, 2009

Action: Motion to approve pages 2-4. Motion to table page 1, item 1 "Risk Management Insurance Files" to determine if these are contract or policy, as well as determine if this would be covered under the State General Records Retention Schedule: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 313 (DOSH – Operations – Records Center), dated April 10, 2009.

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

Records Retention Schedule for Office 460 (Specialty Compliance Service – Factory Assembled Structures/Contractor Registration/Plumber Certification Administrative Files), dated April 2, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

Records Retention Schedule for Office 480 (Electrical Administration), dated April 9, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

Record Retention Schedule for Office 594 (Claims Support Services – Micrographics), dated April 9, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

Records Retention Schedule for Office 623 (DOSH – Construction & Specialty Services – Maritime), dated March 20, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 624 (DOSH – Construction & Specialty Services – Explosives), dated April 2, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 625 (DOSH Safety & Technical Hygiene Services), dated April 2, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 953 (Research & Data Services Administration – Bureau of Labor Statistics (BLS) Information), dated March 17, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. Due to the State Archivist's absence, there were no announcements made.

V. NEXT MEETING

When: June 3, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: DeLeon seconded by Hesse

Resolution: Meeting adjourned 3:20 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on May 6, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser
Chair Signature

6-3-09
Date